

**Summary of the  
NELAC Board of Directors Teleconference  
February 27, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Friday, February 27, 1998. The meeting was led by the Board chair, Ms. Carol Batterton. A list of action items is provided in Attachment A and a list of participants is provided in Attachment B.

**Approval of Minutes**

The minutes of the January 21, 1998 conference call were approved. It was noted that the conference call for the committee chairs to coordinate the chapters has been rescheduled for April 9, 1998, at 1:30 p.m. (EST).

**American Association of Pesticide Control Officers (AAPCO)**

Ms. Jeanne Mourrain introduced Mr. Dave Scott and Dr. Allan Hanks, American Association of Pesticide Control Officers (AAPCO), and Mr. Jim Roelofs, OPPTS. They had been invited to discuss their issues and concerns at the meeting. Mr. Scott stated that the NELAC standards are not appropriate for the state agricultural laboratories (FIFRA) due to the types of analytical work that their laboratories do. He stated that the bulk of their work relates to enforcement activities and does not lend itself to routine, repeated analyses and that most have no standard approved method. Dr. Patricia Boone, Region V, has prepared an analysis of where the proposed NELAC standards do and do not apply to FIFRA programs, which they will be glad to provide to the Board. At this point, they feel that it would be disruptive to their programs to come under NELAC at this time. It was recommended that the Board write a letter to AAPCO recommending that the Program Policy and Structure Committee evaluate the suitability of the NELAC standards for these types of laboratories. The AAPCO will identify people to work with the Policy and Structure Committee on this review.

**Scope of Field Measurements and Sampling Committee**

Dr. Bart Simmons, chair of the Field Measurements Ad Hoc Committee discussed the paper he had prepared on the different ways standards or sampling and field measurements could be incorporated into the standards. The options are 1) to use the existing chapters exclusively, 2) to put everything into a new chapter, and 3) use a combination of modifying language in the existing chapters and to have a new chapter for sampling. The latter option is the one that the Field Sampling committee prefers. The Board agreed.

Dr. Simmons was also asked to provide a definition of field measurements and the scope of the committee. He will also provide a rationale for the proposal to change from

an ad hoc committee to a standing committee. In addition, outreach to the affected community will be increased.

### **On-Site Assessment Issues on Training**

Mr. Wayne Davis, Chair of the On-Site Assessment Committee, expressed concerns regarding oversight for consistency of qualifications of personnel and training. Ms. Mourrain stated that EPA has no plans nor have they budgeted for this task. It was agreed that the training manual should be removed from the standard. Ms. Nancy Wentworth stated that she might be able to fund the development of training materials in a contract that she presently has on going. Subject matter experts will have to work with the contractor. The particulars of the course will be contracted out but the committee was requested to review them. The Board recommended that the committee reword the manual, removing the reference to NELAP providing oversight of the training, and present it to the Board for approval as soon as possible.

### **2-Year Time Frame for Statutory Authority**

Dr. Charles Brokopp, chair of the Transition Committee, reported that a state may receive NELAP recognition if it needs legislation (a maximum of 2 years) to comply with all NELAC requirements. Dr. Brokopp will put together an outline and give copies to the Board for review. Also, it was recommended at the NELAC Interim meeting that a state have two years to comply with any modifications to the standards

### **Summary of EMMC Steering Committee Meeting**

Ms. Wentworth reported that the Agency is still working on a consensus position on recommended changes to Chapter 5 and Chapter 2. In particular, she explained that the critical issues need to be dealt with quickly and sent to Quality Systems for their review prior to the meeting in Denver on April 3, 1998. Additional comments will be forthcoming from the EMMC panel. She also reported that the materials used at the EMMC Steering Committee meeting were being revised to show where we are in implementation and will be presented at the Policy Council meeting to be held next week. Mr. Fred Hansen, the Deputy Administrator, will be asked to direct the senior managers to become involved in insuring that any issues that are brought up are in the form that they need to be in to be introduced in the standard setting process. Ms. Batterton asked Ms. Wentworth to provide a list of items that EPA perceives as being imperative that NELAC address by June and to distinguish them from other issues that could be addressed over the next year.

### **NELAC LOGO**

Ms. Mourrain reported that she and Mr. Jim Stemmler are working with the Office

of General Counsel (OGC) on the issue of use of the NELAC logo. OGC has not yet commented on the draft language regarding the use of the term NELAC and NELAP. Ms. Pauline Bouchard, chair of the Program Policy and Structure Committee, has provided draft language for OGC review. OGC is also exploring whether we can use the same logo for NELAC standards that are used for the seal of accreditation. In addition, OGC is examining the recent use of the phrase “NELAC certified” by the private sector.

### **Implementation Status**

Ms. Mourrain reported that she and Mr. Jim Stemmle are in the process of reviewing the accrediting authority applications for completeness. She also reported that some training for the Regions is going to be provided at the National Conference for Managing Quality Systems in Denver. In the standards, Chapter 4, Section 4.4.2 says that to be accredited a laboratory must meet all the requirements of Chapter 5, the Board agreed that this statement needs to be changed. Dr. Jackson will seek calcification from Ms. Marge Provost, chair of the Accreditation Process Committee.

### **Nomination**

Dr. Charles Hartwig, past chair, reported that the nominees had been contacted and that Dr. Jim Pearson has accepted the nomination for the position of Chair-Elect. Ms. Sylvia Labie, FL state, has accepted the nomination to fill the state vacancy on the Board and Ms. Donna Moser, Nuclear Regulatory Commission, has accepted the nomination to fill the federal vacancy, pending final approval of her management. Biographical sketches will be supplied for each of them.

### **Senior Advisors**

The idea of having senior advisors, people with a history with NELAC, to the Board has been discussed. The Board felt that this is a good idea and asked Ms. Batterton and Ms. Mourrain to provide a written description.

### **Other Business**

**PT Committee** – Dr. Ken Jackson reported that he has concerns about NIST serving as the PTOB for PT samples other than EPA’s water supply (WS) and water pollution (WP) series. NIST plans to have an operational program by the end of this year for the WS and WP PT sample program. The WP series covers about one-third of the analytes and there is concern about when a full spectrum PT sample will be available. There are currently no plans for solid waste samples. It was suggested that the Board ask the PT Committee to put a realistic date in Section 2.0 or defer to the Transition Committee, and that they develop a contingency plan outside of the standards so that the PT program is in place if NIST is unable to expand their program.

**Historian** - It was felt that a historian should be appointed to track the background and rationale behind NELAC decisions. Dr. Jackson and Dr. Hartwig will work with the Membership and Outreach Committee to implement this.

**Parliamentarian** – Ms. Batterton needs a parliamentarian before the Annual Meeting.

**Committee Participation** - Ms. Mourrain read the policy written by Ms. Pauline Bouchard on removal of members for non-participation. Members may be removed for cause or after missing three consecutive meetings. Ms. Mourrain will distribute the policy statement out to the Board and committee chairs for comment before the next meeting.

**Action Items**  
**NELAC Board of Directors Teleconference**  
**February 27, 1998**

<b>Item No.</b>	<b>Action Item</b>	<b>Date Completed</b>
1.	Ms. Batterton is to write a letter to the AAPCO recommending that the Program Policy and Structure Committee evaluate the suitability of the NELAC standards for state pesticide laboratories.	
2.	Mr. Bart Simmons is to provide rationale for new committee, define the term field measurement, and increase outreach to the affected community.	
3.	The On-site Assessment Committee is to complete review of the training manual and present it to the board for approval.	
4.	Ms. Nancy Wentworth will investigate the development of training materials under a contract presently in force.	
5.	Dr. Brokopp will provide an outline to the Board on the two year timeframe for legislative action.	
6.	Ms. Wentworth is to provide a list of items that EPA perceives as being imperative that NELAC address now and other issues that will need to be discussed over the next year.	
7.	Dr. Ken Jackson is to alert Ms. Marge Prevost about the concerns of the wording in Chapter 4, section 4.4.2.	
8.	Ms. Mourrain and Ms. Batterton will write a description of what the duties of senior advisors will be.	
9.	Ms. Batterton will ask the PT Committee to put a realistic date in section 2.0 and develop a contingency plan.	
10.	Dr. Hartwig and Dr. Jackson are to work with the Membership and Outreach Committee in developing a historian position for NELAC.	
11.	Ms. Mourrain will fax a copy of the policy statement on removal of members to the Board and committee chairs for review.	3-398

**List of Participants  
Board of Directors Teleconference  
February 27, 1998**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
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Ken Jackson, Chair-elect	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Pauline Bouchard Invited Guest (Absent)	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514 e-mail: pauline.bouchard@health.state.mn.us
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Mr. Jim Roelofs Invited Guest	USEPA, OPPTS	
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